



Financial Administrative Specialist

\$46,041 - \$59,852

Open Period: November 13, 2007 to November 23, 2007

Series & Grade: AD-0501 (Equivalent to a GS-09)

Position Information: Full-Time, Permanent

Duty Locations: 1 vacancy - Washington, DC

Who May Be Considered: Applications will be accepted from United States citizens and nationals.

JOB SUMMARY

Are you interested in joining a small, independent agency whose work touches the lives of every American citizen? The U.S. Election Assistance Commission (EAC) is dedicated to improving the electoral process to ensure that all eligible citizens have the right to vote and have their votes counted accurately. Every EAC employee is proud to be a part of a team that works together to assure that every vote counts. You will report directly to the Director of Administration be part of the team that supports the Commission's programs with financial management, human resources and information technology services. Come, join us!

MAJOR DUTIES

As the Financial Administrative Specialist, you will utilize Quicken software to assist the Director of Administration in maintaining EAC's budget. Your financial and administrative duties include:

Processing financial transactions against established EAC budget for the fiscal year, using computer accounting system, accounting data, standard accounting codes, classifications and procedures.

Processing invoices, travel vouchers and other forms of reimbursement for payment and ensures that all necessary supporting documents are provided. Verifying the accuracy and completeness of financial data and information. Making corrections, as may be necessary, and notifies the supervisor of corrections or changes made. Transmitting financial documentation to the Finance Center. Maintains the financial files and control logs for tracking all transactions throughout the process.

Coordinating with GSA Finance Center staff to obtain or provide financial information or status. Resolves invoice problems with vendors and the Finance Center. Prepares end-of-month report or requested financial reports and gives to supervisor for review.

Utilizing the Financial Management Information System (FMIS) to extract needed financial data and information. Using information from FMIS to determine needed financial data and information, and the status of transactions. Identifying and informing the supervisor of database errors, inaccurate records and reports, and correctness of payment and accounting information included in the system. Initiating action to ensure correction of inaccurate information.

Researching and reconciles open items reports against financial transactions processed and provides results of reconciliation to supervisor for review for submission to the Finance Center for final processing.

Performing a range of diverse administrative activities in support of the office. This includes, but is not limited to, assisting in the maintenance of office equipment and purchases; and/or specified information-gathering projects and tasks.

Qualifications:

Qualifying experience for the GS-9 level includes one year of specialized experience at least equivalent to the GS-7 level which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Examples are processing financial transactions; acting as liaison with individuals and groups both inside and outside an organization regarding administrative and/or organizational matters; and preparing a variety of written documents, such as staff papers, status reports, or policy recommendations.

The experience described in your resume will be evaluated and screened for qualifications requirements and the skills needed to perform the duties of this position as described in this vacancy announcement.

Education is not creditable, however, graduate education may be credited in those few instances where the graduate education is directly related to the work of the position.

You must be a U.S. citizen to qualify for this position.

You will need to successfully complete a background security investigation before you can be appointed into this position.

How You Will Be Evaluated:

You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledges, skills, and abilities associated with this position as defined below. When describing your knowledges, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

1. Knowledge and understanding of budget and accounting procedures, terminology, systems and codes to apply these to the resolution of accounting issues or problems;
2. Ability to analyze financial data and produce financial reports;
3. Knowledge of the procedures and techniques involved in carrying out the work of the U.S. Election Assistance Commission;
4. Ability to communicate orally and in writing.

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

Other Information:

This job is being filled by an alternative hiring process and is not in the competitive civil service.

Payment of relocation expenses is NOT authorized.

How To Apply:

You must submit your application so that it will be received by the closing date of the announcement.

Applicants must submit an Optional Application for Federal Employment, OF 612, which is available at <http://www.opm.gov/Forms/html/if.asp>, or a resume that includes the same information. The application must include education, experience, foreign language ability and level of proficiency in reading, writing and speaking the language, current salary, date of birth, professional qualifications, and the names and contact information of three references (to be contacted only with subsequent permission of the applicant).

Submit a narrative statement responding to the knowledge, skills and abilities (KSAs) identified in the announcement. This information will be used to determine your eligibility and/or rating and is required.

Contact Information:

Sheila Banks

Phone: 202-566-3100

What To Expect Next:

Applicants will be rated upon an evaluation of the relevance and quality of their experience, education and continuing professional development efforts as reflected in their applications and supplemental statements addressing the Knowledge, Skills, and Abilities identified. Your answers will be verified against information you provide on other forms (such as your application) and/or by reference checks. The level of education, experience, and/or training you claim must be supported in your application.

For further information regarding the U.S. Election Assistance Commission, please visit our web site at: www.eac.gov

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

**Send Mail****Send Mail to:**

U.S. Election Assistance Commission
1225 New York Avenue, NW
Washington, DC 20005

**Questions?****For questions about this job:**

Sheila Banks

Phone: 202-566-3100